

Shoreline Cruise Documents

Operating Checklist	1 page
Pump Out Procedures	1 page
Standards For Daily Log	1 page
Notice: Attention to Captains Docking at Sagamore	1 page
Emergency Response Plan	2 pages
2005 Emergency Station Billet	1 page
Emergency Station & Procedures	1 page
Person Overboard Procedure	1 page
Islands of Lake George Map	2 pages

Twelve (12) pages total including this cover

OPERATING CHECK LIST

1. CHECK ENGINES- IF COOLANT CAN BE REACHED - DO NOT ADD.
2. IF OIL LEVEL IS ABOVE OR ON "LOW" MARK- DO NOT ADD.
3. CHECK GENERATOR - USE ONLY ON NIGHT CRUISES !!!
4. START GENERATOR (IF TO BE USED) - SET THROTTLE AT
60 CYCLES WITH LOAD ON LINE (CABIN LIGHTS ON)
5. START DIESEL- CHECK TORQUE CONVERTORS AFTER WARM UP.
6. NIGHT TIME CRUISES- MAKE SURE RUNNING LIGHTS ARE ON & WORKING.
7. UNHOOK SHORE POWER
8. CAST OFF LINES- MAKE SURE ALL LINES ARE ON BOARD OR COILED ON DOCK.
9. TURN ON PUMP FOR HEADS AT BOARDING.
10. TURN OFF UPON RETURN.

Operator Training Records

PUMP OUT PROCEDURES

1. Get the pump (preferably the gray pump) from underneath the restaurant and bring to the dock (either Horicon or Adirondack) depending on which boat needs pumping.
2. Line up the pump with the arrows (output) facing the ticket booth or that the upright cylinder on pump is facing towards the lake.
3. **Check the pump for gas before hooking up the hoses!**
4. Hook up the hoses in the following order:

Horicon:

- a. black hose (two female ends) going from boat(s) to pump on the INLET side.
 - b. Light green hose (one male and one female end) to OUTLET side of pump.
 - c. Light green hose (two female ends) from previous hose to valve under manhole cover next to ticket booth.
 - d. Make sure that all female ends have the rubber gaskets in them before attaching each hose!
5. Attach black hose to fitting on the bow of Horicon then Open the valve at the fitting next to ticket booth.
 6. Check all connections for leaks throughout the pumping process.
 7. Check to see if the pumping of the boat(s) is done by either opening the tank (in the case of the Horicon) or by lifting the black hose (if light in weight then pumping is complete).
 8. Once all boats are pumped out, place the black hose in the lake with the end under the surface no more than two feet (to ensure no sand or debris enters hose) and continue pumping for ten to fifteen minutes.
 9. Remove black hose from lake, shut down the pump, and then close the valve next to ticket booth. Then drain all hoses of any remaining water. Put away all equipment.

STANDARDS FOR DAILY LOG

1. BOUND OR PRENUMBERED PAGES IN A RINGED BINDER.
2. APPLIES TO VESSELS CARRYING MORE THAN 50 PASSENGERS.
3. AN ENTRY MUST BE MADE EVERY TIME VESSEL LEAVES OR RETURNS TO DOCK.
 - A) CONSECUTIVE VOYAGE NUMBER FOR EACH TRIP MADE WITH PASSENGERS ONBOARD
 - B) IF VESSEL LEAVES DOCK FOR TRIAL RUN AFTER REPAIRS OR ANY OTHER REASON ENTRY IS REQUIRED BUT VOYAGE NUMBER NEED NOT BE ASSIGNED.
 - C) EACH VOYAGE ENTRY MUST INCLUDE:
 1. MASTER'S NAME
 2. CREW'S FULL NAME
 3. NUMBER OF PASSENGERS ON BOARD
 4. DATE
 5. TIME OF DEPARTURE/ARRIVAL
 6. ANY BREAKDOWN AND / OR REPAIRS
 7. ANY ACCIDENTS OR EXTRAORDINARY OCCURRENCES
 8. MASTERS SIGNATURE AND AFFIDAVIT THAT THE ABOVE ENTRY IS CORRECT
 9. ANY FIRE AND EMERGENCY DRILLS.
 - D) AN ENTRY ONCE A DAY SHOULD BE MADE TO INCLUDE:
 1. CHECK ALL MACHINERY, STEERING GEAR, WHISTLE AND ALL COMMUNICATION EQUIPMENT.
 2. FUEL DATA TO INCLUDE ANY FUEL TRANSFERRED AND AT LEAST ONE SOURCE OF FUEL TANKS PER DAY.
 3. A CHECK OF FIRE AND SMOKE DETECTION SYSTEM'S, P.F.D.'S BUOYANT APPARATUS AND ANY OTHER EMERGENCY EQUIPMENT.
 - E) AN ENTRY ONCE A MONTH SHALL BE MADE TO INCLUDE:
 1. FIRE AND EMERGENCY DRILLS- DRILL SHOULD INCLUDE THE INSTRUCTION ALL CREW MEMBERS IN :
 - A) DONNING OF PFD'S
 - B) THE LOCATION OF ALL EMERGENCY EQUIPMENT
 - C) THE PROPER USE OF ALL EMERGENCY EQUIPMENT.
 4. A COPY OF AN EMERGENCY RESPONSES PLAN SHALL BE ATTACHED TO THE INSIDE COVER OF THE VESSELS LOG BOOK.
5. THE LOG BOOK SHALL BE KEPT ON BOARD THE VESSEL AT ALL TIMES AND BE AVAILABLE FOR INSPECTION BY ANY NYS MARINE SERVICE REPRESENTATIVE OR HIS REPRESENTATIVE
6. LOG BOOKS SHALL BE KEPT FOR A PERIOD OF 5 YEARS AFTER COMPLETION OF THE NAVIGATION SEASON IN A SECURE LOCATION AT THE VESSEL OWNER'S DISCRETION.

ATTENTION CAPTAINS DOCKING AT SAGAMORE!

PRIOR TO DOCKING (AT LEAST 15 MINUTES)

PLEASE CALL WATERFRONT MANAGER AT 743-6030

RADIO SAGAMORE WATERFRONT ON CHANNEL 16

LET THEM KNOW THAT THE HORICON/DEFIANCE WILL BE DOCKING AT

THE SOUTH VERANDA DOCK TO :

“PLEASE CLEAR THE AREA”

EMERGENCY RESPONSE PLAN

USE RADIO CHANNEL 16

A. VESSELS' OWNER: SHORELINE CRUISE INC., SEAN J. QUIRK, PRES.

HORICON	[REDACTED]	ADIRONDAC	[REDACTED]
JIM @ TRANS TALK	[REDACTED]	OFFICE	[REDACTED]
JIM @ HOME	[REDACTED]	RESTAURANT	[REDACTED]
JIM @ CELL	[REDACTED]	KING NEPTUNE	[REDACTED]
DENIS @ CELL	[REDACTED]	SEAN @ CELL	[REDACTED]

B. AMBULANCE SQUADS

DAIL OPERATOR

C. FIRE DEPARTMENTS

DAIL 911

D. LOCAL MARINE PATROLS

LAKE GEORGE PARK COMMISSION	668-9347
NEW YORK STATE POLICE	1-800-342-4357

E. LOCAL LAW ENFORCEMENT AGENCY

BOLTON POLICE	644-9717 OR 911
LAKE GEORGE SHERIFF	761-6477
WARREN COUNTY SHERIFF DEPARTMENT	911
WASHINGTON COUNTY EMERGENCY SERVICE	747-7520

F. HOSPITALS

GLENS FALLS HOSPITAL	926-1000
GLENS FALLS HOSPITAL EMERGENCY	926-3000
WARRENSBURG EMERGENCY SERVICE	623-4911

G. DEFIANCE LANDINGS:

DUNHAM'S BAY	HAUGE	HUELET'S LANDING
LAKE GEORGE CLUB	ROGERS PARK	TROUT LAKE PAVILLION
SAGAMORE RESORT	STEEL PIER	SHORELINE MARINA

H. HORICON LANDINGS:

DUNHAM'S BAY	HAUGE	HUELET'S LANDING
LAKE GEORGE CLUB	ROGER'S PARK	SAGAMORE RESORT
SHORELINE MARINA	SILVER BAY	
TROUT LAKE PAVILION		

2005 EMERGENCY STATION BILLET

	FIRE	MAN OVERBOARD	ABANDON SHIP
CAPTAIN	SLOW FW DIR. MAKE ANNOUNCEMENT & SOUND ALARM TURN OVER WHEEL TO AB: REPORT TO FIRE	MAKE TURN TO CORRECT SIDE, SIGNAL RETRIEVE PERSON	SEND: MAY-DAY MAKE TO SHALLOW WATER & NOTIFY CREW
AB - 1	REPORT TO BRIDGE TAKE OVER WHEEL	SPOT PERSON TOSS RING BUOY	(DK 1) CROWD CONTROL & HELP PASSENGERS W/ LIFE JACKETS MAIN DECK
AB - 2	STAND BY TO TURN ON Fr. Pp & BRING HOSE TO FIRE	THROW RING SPOT PERSON	(DK 2) CROWD CONTROL & HELP PASSENGERS W/ LIFE JACKETS 2ND DECK
OS - 1	FIRE EXTINGUISHER TO FIRE	SPOT PERSON SET LADDER	(DK 2) CROWD CONTROL & HELP PASSENGERS W/ LIFE JACKETS 2ND DECK
OS - 2	FIRE EXTINGUISHER TO FIRE	SPOT PERSON HELP W/LADDER & CROWD CONTROL	(DK 3) CROWD CONTROL & HELP PASSENGERS W/ LIFE JACKETS MAIN DECK
OS - 3	DECK - 1 CROWD CONTROL	SPOT PERSON CROWD CONTROL	(DK 1) CROWD CONTROL & HELP PASSENGERS W/ LIFE JACKETS 2ND DECK
OS - 4	DECK - 2 CROWD CONTROL	SPOT PERSON CROWD CONTROL	(DK 2) CROWD CONTROL & HELP PASSENGERS W/ LIFE JACKETS 3RD DECK
OS - 5	DECK - 3 CROWD CONTROL	SPOT PERSON CROWD CONTROL	(DK 3) CROWD CONTROL & HELP PASSENGERS W/ LIFE JACKETS 3RD DECK
OS - 6	ASSIST CAPT.	CROWD CONTROL	ASSIST CAPT.
OS - 7	ASSIST CAPT.	ASSIST CAPT.	ASSIST CAPT.

AB: ABLE BODY SEAMEN

OS: ORDINARY SEAMEN

EMERGENCY STATION & PROCEDURES

BY DIRECTION OF SHORELINE CRUISE, INC. (J. QUIRK), ALL CREW MEMBERS ON BOARD WILL FAMILIARIZE THEMSELVES WITH THE VESSEL AS INDICATED. THERE WILL BE NO EXCEPTIONS EXCEPT AS MAY BE DIRECTED BY THE CAPTAIN. VARIATIONS ARE EXPECTED ACCORDING TO CONDITIONS. ASSIGNMENT FOR CREW UNDER THE FOLLOWING CONDITIONS WILL BE SPECIFICALLY MADE.

FIRE:

IMMEDIATE NOTIFICATION TO CAPTAIN (PILOT HOUSE)

- A) LOCATION ON VESSEL
- B) TYPE AND INTENSITY OF FIRE
- C) IF POSSIBLE EXTINGUISH BLAZE IMMEDIATELY

IN THAT THERE WILL ALWAYS BE AT LEAST 2 CREW MEMBERS ON BOARD. ONE (ASSIGNED BY CAPTAIN) WILL IMMEDIATELY REPORT TO CAPTAIN IN PILOT HOUSE. NUMBER TWO CREW MEMBER WILL STAND AT FIRE LOCATION UNTIL THE CAPTAIN ARRIVES. (APPROX. 30 SECONDS) IF THERE ARE OTHER CREW MEMBERS ON BOARD THEY WILL CONDUCT THEMSELVES AS FOLLOWS:

- A) AVAILABLE MEMBERS WILL REPORT TO FIRE LOCATION- AND TAKE NO ACTION OTHER THAN TO MOVE PASSENGERS AWAY FROM THE AREA OF THE FIRE UNTIL LICENSED PERSONNEL ARRIVE TO THE SCENE.

* NOTE- IF EXTRA WAITSTAFF IS ON BOARD ONE PERSON WILL STAND BY EACH BAR IF OPEN, AND ONE PERSON BY OPEN HATCH(DOOR) IN MAIN DECK.

UNDER NO CIRCUMSTANCES, WILL ANY CREW MEMBER CONDUCT THEMSELVES IN ANY MANNER WHICH MAY PANIC OR UPSET PASSENGERS. BE CALM, BE SPECIFIC, BE FIRM, CONTROL IS WHAT IS NEEDED.

DO NOT DIRECT PASSENGERS TO USE P.F.D.'s UNLESS INSTRUCTED DIRECT BY THE CAPTAIN.

ALL CREW MEMBERS WILL BE EDUCATED WITH REGARD TO THIS PROCEDURE. IF YOU HAVE NOT HAD DISCUSSIONS IN THIS REGARD YOU ARE TO IMMEDIATELY CONTACT THE CAPTAIN. IT IS YOUR RESPONSIBILITY.

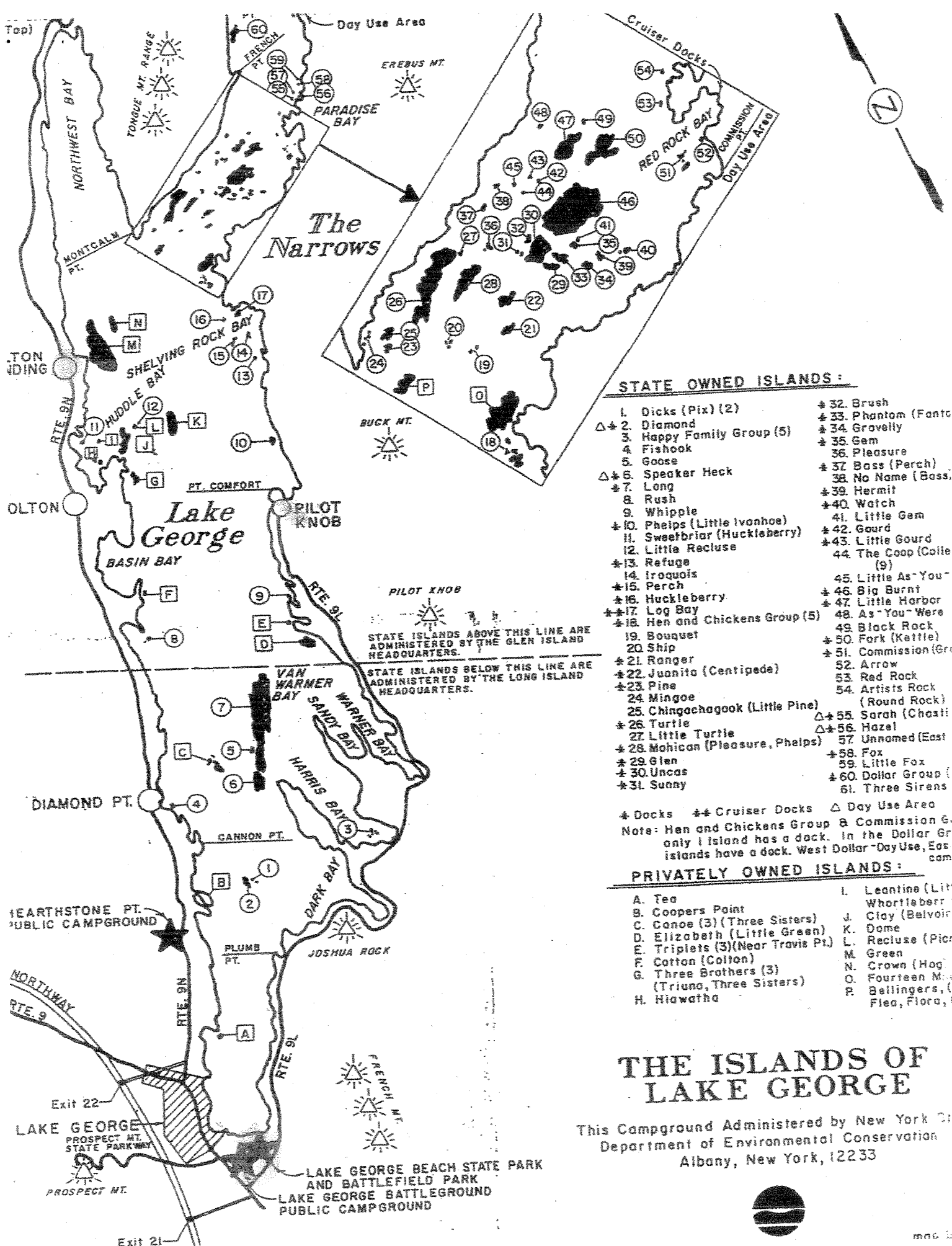
PERSON OVERBOARD PROCEDURE

- A. IMMEDIATE NOTIFICATION TO CAPTAIN FOLLOWED BY CONSTANT COMMUNICATION.**
- B. TAKE CHARGE OF SITUATION AVOIDING ASSISTANCE FROM PASSENGERS UNLESS NECESSARY. (AVOID PANIC, BE CALM)**
- C. AS BOAT IS BEING POSITIONED FOR RECOVERY OF PERSON, READY RING BUOY OR THROWING DEVICE FOR THROWING TO PERSON, DETERMINE MOST LIKELY DECK FROM WHICH TO THROW DEVICE.**
- D. KEEP PASSENGERS AWAY FROM IMMEDIATE RECOVERY AREA.**
- E. BRING PERSON ON BOARD CAREFULLY, BE SURE NOT TO INJURE ANYONE.**

*** NOTE: IF PERSON OVERBOARD IS APPARENTLY UNCONSCIOUS OR OTHER CONDITION, I.E. UNABLE TO SWIM, ETC., NO PERSON WILL ENTER WATER TO ASSIST WITHOUT FIRST DONNING P.F.D. THIS METHOD OF RESCUE IS TAKEN ONLY AFTER ALL ELSE FAILS.**

ALL SUCH INCIDENTS MUST BE REPORTED TO THE CAPTAIN BEFORE TAKEN STEPS TO RECOVER. IT MUST BE REMEMBERED THAT DECISIONS REGARDING SUCH SITUATIONS MUST BE MADE BY THE CAPTAIN, WHICH MAY EFFECT THE VESSEL AND ALL PERSONS ABOARD.

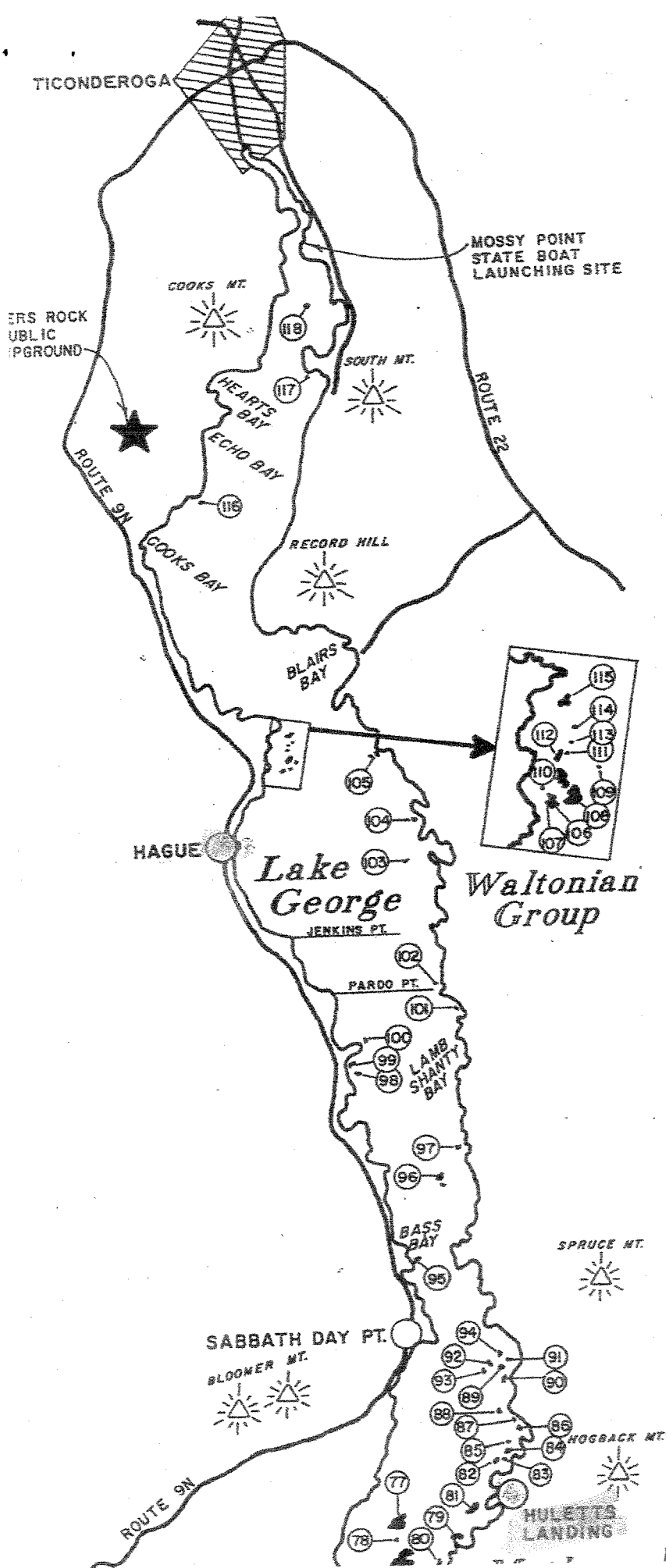
F. AFTER COMPLETION OF RESCUE, BE SURE TO REPORT TO THE CAPTAIN YOUR STATUS AND CAPTAIN WILL NOTIFY PASSENGERS AND CREW OF THE RESCUE STATUS.



THE ISLANDS OF LAKE GEORGE

This Campground Administered by New York State
Department of Environmental Conservation
Albany, New York, 12233





STATE OWNED ISLANDS:

- 62. Halfway
- 63. One Tree
- * 64. Floating Battery Group (4) (2 islands with docks)
- * 65. Raggedy
- * 66. Hatchet
- * 67. Duran
- * 68. Phenita (Fanita)
- * 69. Little Burgess
- * 70. Sagamore
- Δ * 71. Picnic
- * 72. Horicon
- * 73. Unnamed - Mother Bunch No. 8
- * 74. Coopers (Pine)
- * 75. St. Sacrament
- * 76. Steers (Sturgis)
- * 77. Vicars
- 78. Unnamed (South of Vicars)
- * 79. Nobles (Cooks)
- 80. Unnamed (2) (Near Nobles)
- * 81. Burgess
- 82. Huletts (Whale)
- 83. Unnamed (Near Huletts)
- * 84. Narrow
- 85. Rabbit Rock (Near Narrow)
- 86. Rock Dunder
- 87. Unnamed (Near Rock Dunder)
- 88. Loon
- * 89. Agnes
- 90. Little Gibraltar
- 91. Summer House Rock
- 92. Unnamed (Near Agnes)
- 93. Unnamed (Near Agnes)
- 94. Gillatte (Alette)
- 95. Delaware (Watch)
- Δ * 96. Odell (2) (Island with dock)
- 97. Racket (North of Odell Group)
- 98. Skippers Jib
- 99. Pudding
- 100. Scotch Bonnet
- 101. Clark
- * 102. Mallory
- 103. Gull
- 104. Crow
- 105. Rock Brothers (2)
- * 106. Temple Knoll (Temple Noe, Watrous)
- 107. Unnamed (West of Temple Knoll)
- * 108. Waltonian
- 109. Unnamed (North of Waltonian)
- Δ * 110. Asas
- 111. Unnamed (Near Lenni - Lenape)
- 112. Lenni - Lenape (Lenawee, Cooks)
- 113. Unnamed (North of Lenni - Lenape)
- 114. Unnamed (South of Flirtation)
- * 115. Flirtation
- 116. Juniper
- 117. Unnamed (South of Black Pt.)
- 118. Prison (Prisoners)

PRIVATELY OWNED ISLANDS:

- Q Harbor Group (7) Largest Two Hecker & Hewitt

D.E.C. ISLAND HEADQUARTERS:

- 7. Long Island (SOUTHERN SECTION)
- 29. Glen Island (CENTRAL SECTION)
- 84. Narrow Island (NORTHERN SECTION)

